

## **Private Markets Asset Manager**

The Arizona State Retirement System (ASRS) seeks an asset manager responsible for the administration of general partnership agreements for the private markets activity, including negotiation and monitoring of legal documentation, administration and recording of capital calls, maintenance of a database and reporting system, and supervision of the outsourced back office provider in this regard.

### **Initial setup**

- Responsible for overall design of asset management system including standards for partnership agreements, internal controls, reporting and filing systems.
- Work with out-sourced back office provider in setting up financial reporting systems and coordinate with accounting department to ensure all requirements are met.
- Work with out-sourced back office provider to set up electronic storage and retrieval system for all documents and financial information
- Work with portfolio managers to determine real time information goals and periodic reporting requirements
- Work with portfolio managers to create system for monthly reports to the private markets committee
- Work with portfolio managers to create and maintain a pacing to monitor investment commitments and make recommendations for ongoing commitment levels

### **Ongoing operation**

- Responsible to ensure department complies with SOPs
- Review and update SOPs periodically
- Negotiate partnership agreements, side letters and amendments to agreements in accordance with terms communicated from portfolio managers
- Monitor advisory committees, coordinate advisory committee votes, coordinate advisory committee and annual meeting attendance
- Supervise and monitor the back office provider in completion of financial reporting as well as monitoring and remediating issues with general partner reporting
- Coordinate with external consultants on performance measurement, reporting and monitoring
- Process capital calls and distribution paperwork as needed
- Assist portfolio managers in ad hoc data requests and research projects related to investment due diligence

### **Real-time dashboard tracking and reporting**

- Work with outsourced back office provider to create and maintain accounting system of capital calls and partnership capital accounts for real time reporting of commitments and interim (internally estimated) performance calculations based on last reported value adjusted for cash flows
- Post news items and releases to the back office database provider and partners and portfolio companies

### **Administration of directly owned real estate**

- Supervise third-party property managers and leasing agents for directly owned properties

### **Investment Support**

- Assist with due diligence and investment analysis when requested and provided asset management duties are up to date

**Essential requirements****Academic**

Preferred: Master's degree in business administration or legal studies.

**Certifications**

Preferred: Certified Public Accountant

**Experience**

Preferred: Significant experience (ten years or more) in asset management and negotiation and administration of legal documents.

Qualified candidates may email resumes to [jobs@azasrs.gov](mailto:jobs@azasrs.gov). Please use "Private Markets Asset Manager" in the subject line of the email.